



# VACANCY ANNOUNCEMENT

U.S. Embassy Bangui, Central African Republic

**Announcement: 016-2016**

**June 21, 2016**

**Open to: All interested candidates**

**Position: Laborers FSN-02; \*FP-CC**

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**NOTE:** *ALL NON-CENTRAL AFRICAN REPUBLIC APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.*

The U. S. Embassy in Bangui is seeking one individual for the position of Laborer. **The position is located in Bangui, Central African Republic.**

**Opening Date:** June 21, 2016  
**Closing Date:** July 5, 2016 at 17:00  
**Work Hours:** Full time; 40 hours/week

## **BASIC FUNCTION OF POSITION**

Under the direct supervision of the Warehouse Supervisor, is responsible for the cleaning, organizing and maintenance of the warehouse. Works with the other Warehouse Clerks to ensure all Expendable and Non-Expendable items are properly on shelves, clean, and ready for distribution. Will assist with the transfer of supplies as well as UAB, HHE and other big movements of items, such as during the July 4th celebration.

## **QUALIFICATIONS REQUIRED**

**Note:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of primary school is required.
- 2. Experience:** One year of laborer experience in an international organization or large local company
- 3. Language:** English Level I (beginner high) and French level II ability are required.
- 4. Job Knowledge:** Basic arithmetic and office procedures.
- 5. Skills/Abilities:** Physically able to do job that requires a lot of standing, bending and lifting. Must have valid CAR driver's license.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Locally Employed Staff security clearance.

### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (DS-174) available online or at the Embassy; or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. Additional information on how to apply for a position is available at : <http://bangui.usembassy.gov/>

### **Submit Application to:**

Management Officer

P.O. Box 924, U.S. Embassy Bangui, Central African Republic

Or via email at: [BanguiJob@state.gov](mailto:BanguiJob@state.gov)

(Please, indicate the title of the position on the "Subject:" line)

**Point of Contact: Telephone: 2161 0200, Ext. 3293**

<b>CLOSING DATE FOR THIS POSITION: July 5, 2016 at 17:00</b>
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The U.S. Mission in the Central African Republic provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

### **APPENDIX A – DEFINITIONS**

1. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:
  - Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

### **APPENDIX B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used

- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References